|  |  |
| --- | --- |
| **Bath & Wells Multi Academy Trust** | |
| **Job Title:** | **Nursery Manager** |
| **Location:** | **Churchfield Nursery** |
| **Salary Range:** | **SOM 11 or MPS** |
| **Reports To:** | **Headteacher** |
| **Full/Part time:** | **Full Time** |

|  |
| --- |
| **The Aim of The Bath & Wells Multi Academy Trust**:  To ensure that every school within the Trust provides an outstanding education for every child, rooted in its distinctively Christian ethos. |

|  |
| --- |
| **Bath & Wells Multi Academy Trust Mission Statement: John 10:10 ‘That they may have life, life in all its fullness’**  The Bath & Wells Multi Academy Trust’s mission is to provide an education which is life-enhancing for every child. We promise an experience which is lovingly inclusive to all pupils. |

|  |
| --- |
| **Job Purpose** |
| The postholder will be responsible for the operational leadership of the Nursery ensuring that children within its care are safe and secure, delivering the highest possible standards of early learning opportunities to enable children to make outstanding progress.  The post holder will ensure the nursery runs efficiently and is financially sustainable.  The post holder will work with colleagues to lead, motivate and develop the professional skills of other staff working with the children to ensure the integrated delivery of high quality childcare and educational provision within the nursery. This will include line management responsibilities for a number of staff.  The postholder must be flexible and innovative in promoting the development, welfare and potential of children within the Nursery, in line with the Statutory Framework for Early Years Foundation Stage keeping up to date with national and local initiatives. This will include current research.  The post holder will be responsible for maintaining and developing effective partnerships with parents, carers, pupils, colleagues and other professionals to ensure an outstanding service is provided. |

|  |
| --- |
| **Main Responsibilities and Duties** |
| * Ensure the safety of all children, their families, staff and visitors within the Nursery implementing the BWMAT’S policies and procedures with regard to Safeguarding, Health and Safety, Risk Assessment so the setting meets all statutory requirements. * Ensure the nursery adheres to legislative requirements, ‘good practice’, standards from OFSTED, guidance from the BWMAT central team and other child care advisory agencies. * As part of the Nursery Leadership Team enable the effective organisation and the smooth running of the Nursery ensuring that adequate numbers of staff are effectively deployed to meet statutory requirements. * Develop a calm, caring and supportive ethos within the Nursery that is welcoming to a diverse range of families enabling them all to benefit from accessing the provision. * Integrate children, parents and carers with disabilities, sensitively and positively, promoting participation in a range of quality activities. * Have a clear knowledge of and provide a service which values and respects the race, religion, language, culture and needs of all the children and families using the nursery. * Ensure that the Nursery is adequately and safely equipped to meet the needs of all children and that appropriate resources are procured and maintained. * Maintain effective communication between Nursery staff and all partner organisations, in particular colleagues working in schools, other settings, children’s social care, health professionals and the Local Authority. * Establish highly effective parent partnership arrangements, with staff providing regular feedback to parents about the learning, development and wellbeing of their child. * Work with the nursery leadership team to construct and deliver a highly effective and fully inclusive integrated early years education and childcare which includes a wide range of activities and opportunities to enable children to achieve their full potential. * Take responsibility to ensure a robust cycle of observation, assessment and planning implementing appropriate learning activities for all children within the framework of national and school/ nursery policies and statutory requirements. * Developing a high-quality play based learning environment both indoors and outdoors, to meet each child’s individual needs, in accordance with the Statutory Framework for Early Years Foundation Stage. Ensure children are safe, secure and happy whilst offering stimulating and challenging independent learning opportunities. * Maintain the highest standards of organisation and behaviour management strategies. * Ensure all staff maintain high quality learning journals, assessment records and report on children’s progress to senior staff and to parents, carers and other relevant organisations in accordance with school/nursery/ BWMAT policies and procedures. * Ensure that the EYFS is promoted and delivered within the setting and the principles adhered to by all staff and volunteers within the Nursery so that high standards are maintained at all times * Be responsible for all aspects of provision within the nursery ensuring it is well prepared for Ofsted inspections to attain the highest possible grading. * Create and implement policies and procedures consistent with legislation regulations, local requirements and BWMAT policies and procedures.. * Support the Nursery SENCO in identifying children’s individual needs and plan accordingly working in partnership with parents and other professionals as necessary in order to help early identification and support as required. * Work with the Leadership Team in organising and ensuring that regular appraisal, supervision and staff meetings take place and to line manage staff, ensuring that training needs are identified and are acted upon. Ensure all staff receive regular quality CPD. * Lead, motivate and develop the professional skills of other nursery/school staff working with the children enabling them to successfully fulfil their agreed roles and impact positively on children’s learning and development. * Manage daily staff rotas, staffing levels and respond to sickness ensuring that the child care provision at all times meet the legislative requirements. * Respond to child protection incidents on an immediate basis, following established protocols, which may involve alerting statutory emergency services, and liaising with the school designated safeguarding lead. * Train to be or ensure there is a Nursery DSL and ensure that welfare and outcomes of all children are monitored and reported on as required. Ensure that the welfare of any child on a Child Protection Register, designated as Children in Need or are identified as benefitting from an Early Help Assessment and are monitored and required procedures are followed and reports are promptly and adequately prepared. * Meet regularly with the Headteacher, school finance officer, BWMAT finance officer and nursery administrator to ensure the nursery is financially sustainable and operating within the annual budget. * Attend local cluster meetings, LA provider meetings and BWMAT EY meetings. * Ensure the nursery pages of the school website are up to date, engaging and relevant. |
| **Supervision and Management** |
| To participate in regular supervisions, annual appraisals and staff meetings and continued  professional development.  To line manage nursery staff and ensuring the legal staffing requirements are met. |
| **Problem Solving, Creativity and Decision Making** |
| The post-holder is required to work in creative, innovative and imaginative ways with children and their families and to plan with colleagues’ individual and group activities to enable children and their families to achieve the best possible outcomes. This may include developing family workshops, creating specific learning aids; research and adaptation to meet cultural needs, facilitating activities to incorporate develop family’s ideas and needs.  Have a key role in planning and monitoring of the nursery and implementing essential policies and procedures.  This will require creative thought together with an informed understanding of statutory requirements and best practice for early years education and childcare.  Be able to work consistently at a management level and work to the organisations policies about Safeguarding, Equal Opportunities, Data Protection and confidentiality.  The Nursery Manager will need to understand and implement other, appropriate policies and procedures (for example for Health and Safety) in relation to staff, buildings and resources.  Will keep abreast of outstanding practice within the early years, childcare sector and actively contribute to research and development within the sector, both locally and within the BWMAT.  Decisions are taken relating to advising families about appropriate learning and care of their children. Decisions are taken daily as to the childcare provision provided.  The post-holder must be capable of decision making at this level.  The post-holder, as part of the Nursery Leadership Team and School Leadership Team, will make decisions on a daily basis in line with the Statutory Framework for Early Years Foundation Stage and within established good practice and policies and procedures. Will manage the work of various members of staff.  May need to make decisions on child protection issues on an “crisis” basis, which may require freedom to act “in the best interests” and therefore rely upon the post-holders personal expertise to create a short term solution when access to other support mechanisms are limited, e.g. outside the “9 to 5” time band. |
| **Key Contacts and Relationships** |
| It is an essential element of the post to build and maintain a range of close contacts and positive relationships at all levels which may include   * Staff within the school/Nursery/BWMAT * Children, young people and families * Other professional staff and agencies   There are frequent/daily contacts with care professionals, voluntary bodies and other agencies relating to client needs. These involve receiving and passing information about children, or about individual tailored packages of support.  The post-holder may offer advice and guidance to families relating to the provision of support, care and education.  At all times the manager will respect the confidentiality of sensitive family information.  Facilitate regular professional development of staff ensuring the that the quality of the nursery continually enhances. |
| **Working Environment** |
| The majority of the work will take place in the school environment, there will also be some work undertaken off of the school site, including educational visits. The childcare environment is inherently noisy and active. It includes working outdoors and away from the centre on visits and activities.  The post-holder will spend much of the day walking and standing, engaging in play activities with children rather than sitting at a desk, and from time to time will be required to:   1. Carry heavy play equipment. 2. Exercise manual handling skills with children. 3. Physical care of young children. |

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Job Title:** | **Nursery Manager** |
| **Location:** | **Churchfield Nursery** |

|  |  |  |
| --- | --- | --- |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and Experience** | * Minimum Level 3 EY qualification * GCSEs in English in Maths, grade A-C or equivalent. * Experience of working with young children in a range of settings * Experience of contributing to the management of an Early Years setting * Willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to the children and their families. * Safeguarding Basic Awareness training to DSL. * Experience of key-working with children. * Experience of managing, supervision and appraisal of staff. * Experience in OFSTED inspections & requirements | * EYT, EYP, * Paediatric first aid. * Food hygiene certificate. * DSL. * STC * Project Management experience * QTS (this position does not full under the Teachers Pay and conditions) * A minimum of two years relevant experience |
| **Knowledge** | * Knowledge and practical understanding of child development and the needs of young children and their families. * Excellent knowledge and understanding of the Statutory Framework for EYFS * An understanding of the importance of the observation, planning assessment cycle in EY. * How to effectively record children’s learning with such electronic tools as Tapestry Software. Use school and BWMAT assessment monitoring to report children’s progress. * Keep up to date with research into effective Early Years practice. * Literate and numerate. * Create and implement effective policies and procedures * Understanding of the 2004 Children Act. |  |
| **Skills and Abilities** | * Ability to use discretion, * Ability to lead and evaluate. * Excellent personal organisation skills and ability to prioritise * be flexible. * Ability to be firm where appropriate. * A team worker. * Good communication skills. * Caring and compassionate to children’s needs. * Leadership and management skills to lead other staff in the Nursery. * Ability to use discretion * Excellent personal organisation skills and ability to be flexible * Ability to be firm where appropriate | * Ability to co-ordinate in a specialist area e.g. SENCO |
| **Work-related Personal Requirements** | * Commitment to excellent educational standards. * Sensitivity towards children and their families. * Patience. * Flexibility. * Highly motivated. * Ability to use a variety of interpersonal techniques to establish supportive relationships with pupils, parents, carers and staff. * Energy and drive to maintain the highest possible standards in EY practice. |  |

I agreed that I have read the job description which is fair and accurate statement of the requirement of the position:

Job Holder:  ………………………………………………………….     Date: …………………

Line Manager: ………………………………………………………      Date: …………………